

RIGHT OF WAY AGENT

DISTINGUISHING FEATURES

The fundamental reason the Right of Way Agent position exists is perform professional acquisition management and functions relative to the real property transactions required for the in the Capital Project Management Division of the Municipal Services Department. This classification does not supervise. Work is performed under general supervision of the Capital Project Management Administrator.

ESSENTIAL FUNCTIONS

Provides quality review of Capital Project right-of-way by visually analyzing plans and directives to determine size, shape, and location of property to be acquired.

Manages the preparation of instruments such as easements, deeds, mortgage releases, consents, and other instruments needed to vest the City's interests in the appropriate real property. Reviews and/or prepares appropriate legal descriptions.

Takes ownership of acquisition process by researching, ordering and reviewing title reports prepared by outside agencies and initiates action to correct errors or omissions.

Assists in or performs Level I Initial Environmental Site Assessments in conjunction with the identification of hazardous waste disposal sites.

Prepares information packages for, orders, and reviews appraisals prepared by independent fee appraisers.

Respects property owners and negotiates for rights, easements, and fee purchases of real property for public rights-of-way and facilities. Values diversity of citizens and responds to inquiries on real property matters related to the Capital Improvement Program. Listens and communicates with citizens, staff members and outside agencies in a face-to-face setting or by telephone.

Prepares applications for real property transactions with state and federal agencies.

Provides support to the City Attorney during eminent domain proceedings.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of real estate law, business acquisition, negotiation and relocation in accordance with state and federal law.

Ability to:

Prepare administrative appraisals, review and administer contracted appraisals.

Prepare and present effective oral and written reports.

Prepare and execute real property legal instruments.

Prepare cost estimates for right-of-way and property acquisitions.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Establish and maintain effective working relationships with the general public, governmental agencies, consultants, developers, and city staff to ensure that all project land rights are acquired in accordance with applicable laws.

Listen, communicate, and deal effectively with supervisors, developers, engineers, contractors, co-workers, staff, representatives of other cities, and the general public.

Communicate both verbally and in writing with all levels of the organization using proper sentence construction, punctuation and grammar.

Assume ownership in the completion of assigned tasks.

Conduct field and on-site inspections, read blueprints, construction plans and microfiche reports.

Lift and carry storage boxes and other working materials weighing 20-50 pounds both short and long distances.

Spend a considerable amount of the workday sitting at a desk and/or computer.

Demonstrate excellent written and oral communication skills.

Education & Experience

Bachelor's degree in Public or Business Administration, Real Estate, Economics, or a related field; and two years experience in public sector right-of-way acquisition or any equivalent combination of training and experience.

Must have experience working with escrow procedures.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified